

## **PART I**

### **STATEMENT OF WORK 2004 NATIONAL SUPERFUND PO/CO TRAINING CONFERENCE**

#### **I. BACKGROUND**

The U.S. Environmental Protection Agency's Office of Acquisition Management (OAM) and the Office of Superfund Remediation & Technology Innovation (OSRTI) holds an annual National Superfund Project Officer/Contracting Officer (PO/CO) Training Conference consisting of representatives from Headquarters, RTP and all 10 Regions which focuses on building better customer service relationships and issues related to various Superfund contracts.

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The main purpose of the 2004 PO/CO Conference is to educate conferees on the best management practices and upcoming issues related to Regional and Headquarters contracting on protecting the environment and human health. The conference also serves as a networking opportunity where the contracting officers, project officers, on-scene coordinators and work assignment managers interact and learn from their peers through discussion groups, demonstrations and presentations.

#### **2.0 SCOPE**

- 2.1 The hotel shall provide the facilities and services necessary to perform the requirements of this contract including, but not limited to, guest rooms, meeting rooms, audiovisual equipment, and business center services. (For these requirements, the hotel's quotation shall include the information requested in Part III – Preparation and Submission of Quotes.)**
- 2.2 The hotel shall provide the facilities and services for the conference in the same hotel, unless the Offeror cannot accommodate the group for all of the days/nights listed below. Consideration will be given to those Offerors that propose overflow hotels as long as 80% of the sleeping rooms are achieved at the primary hotel. The overflow hotel(s) shall be less than ten (10) minutes and within close proximity from the primary hotel. (The primary and overflow hotel quote shall be combined.)**
- 2.3 The conference will be held over three (3) business days during one week in July 2004 (see below). The core conference dates are Tuesday through Thursday, with an adjunct meeting taking place on the Monday before the official start of the conference through Friday at 5:30 p.m. after the conference adjourns.**

**The only acceptable dates for this conference are:**

**July 12-16, 2004**

### **3.0 MANDATORY REQUIREMENTS**

**3.1 The hotel shall be compliant with the Hotel and Motel Fire Safety Act of 1990 15 U.S.C. 2201 et seq, (Public Law 101-391), and must hold a FEMA certification number.**

**3.2 The hotel shall be compliant with Americans w/Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA).**

**3.3 The hotel shall have one of the following quality ratings:**

**First class or higher per the Official Hotel Guide;  
Three crowns or higher per the OAG Business Travel Planner;  
Three diamonds or higher per AAA; or  
Two stars or higher per the Mobil Travel Guide.**

### **4.0 GUEST ROOMS**

**Estimated maximum quantity of rooms per night:**

<b>Day 1 (Sun)</b>	<b>Day 2 (Mon)</b>	<b>Day (Tues)</b>	<b>Day 4 (Wed)</b>	<b>Day 5 (Thurs )</b>	<b>Day 6 (Fri)</b>
<b>6</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>10</b>

**4.1 Room Block and Rates: The hotel shall provide the guest rooms at the current Federal lodging rate. The hotel shall guarantee that these rates are applicable for five nights, starting with arrival on the Sunday before the core conference dates and ending with departure on Friday after the core conference dates.**

**4.2 Cutoff Date: Estimated number of rooms given to the hotel 30 days out; and cutoff date at 14 days out.**

The EPA's Contracting Officer's Technical Representative or Designee (COTR/Designee) will provide the hotel, 30 days in advance of arrival, the estimated number of rooms required each night. The hotel shall guarantee that the rooms are available for EPA until 14 days in advance of the arrival date of the rooms. The hotel may release the unreserved rooms after the cutoff date.

If the COTR/Designee requests a room(s) 13 days or less in advance of the arrival date and the hotel has room availability, the hotel shall reserve the room(s) for the EPA. The hotel may charge the prevailing rate unless the current Federal lodging rates are available. Each individual guest will be responsible for his/her sleeping room and incidental charges.

- 4.3 **VIP Guests:** EPA will provide the hotel with a room list for its VIP guests. The hotel shall reserve 10% of the room block for VIP guests. These rooms shall be above-standard rooms or upgraded rooms that are offered at the Federal lodging rate. Each individual guest will be responsible for his/her sleeping room and incidental charges.
- 4.4 **Reservation Procedure:** The primary reservation procedures will be individual bookings by EPA and other Government attendees, speakers, and invited conferees. Once the hotel makes the reservations, the individuals for whom the rooms are reserved may call the hotel directly to change or cancel their reservation.
- The hotel shall confirm the number of reservations to the COTR/Designee at the following days prior to the cut-off date: 60, 45, 30, 15, 7, 3 and on the cut-off date.
- 4.5 **"Walked" Reservation:** In the event the hotel does not honor a confirmed reservation, the hotel shall, at its expense, secure a guest room in a comparable or better quality hotel and provide transportation to and from the alternate hotel for the length of time the guest room is required to stay at the alternate hotel. The hotel shall compensate the relocated guest for two long distance phone calls to notify family and co-workers of his/her location. The hotel shall notify the COTR/Designee immediately of any walked reservation. The hotel shall make every effort to return the guest to the "headquarters" hotel as soon as a guest room becomes available.
- 4.6 **Comp Room Night:** The hotel shall provide at a minimum one (1) complimentary room night for each 50 paid room nights actually utilized on a cumulative basis. Complimentary rooms shall be identified to the COTR/Designee.
- 4.7 **Guaranteed Late Arrival/Cancellation:** The individual attendee will guarantee their reservations for late arrival. The hotel shall not release any room that is booked by the individual attendee unless the individual attendee cancels the booking or if the attendee does not arrive the day after his/her expected arrival day. The individual attendee will not be required to pay for any room cancelled before 4:00pm of the specified arrival day. The individual attendee will pay for one night of any reservation not canceled by

4:00pm of the specified arrival day.

4.8 **Late Checkout:** The hotel shall provide late checkout (up to 4:00pm) at no charge for at least five (5) rooms.

5.0 **MEETING SPACE** The Offeror shall include the hotel's meeting room floor plans, capacity chart, and possible room set-up diagrams (if available) with its proposal submission.

### **TENTATIVE SCHEDULE OF EVENTS**

Day 1 (Tuesday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
8:00 a.m. - 5:00 p.m.	Registration	Flow 150	2 Skirted Tables
8:00 a.m. - 5:00 p.m.	Literature Tables	Flow 150	2 Skirted Tables
8:30 a.m. – 5:00 p.m.	Meeting	150	Large Conference/** Classroom Style
7:30 a.m. – 9:30 a.m.	Light Breakfast	Flow 150	
2:00 p.m. – 4:30p.m.	Breakout	30	Hollow Square*
2:00 p.m. – 4:30p.m.	Breakout	30	Hollow Square*
2:00 pm. – 4:30 p.m.	Breakout	30	Hollow Square *
2:00 pm. – 4:30 p.m.	Breakout	30	Hollow Square *
2:00 p.m – 4:30p.m.	Breakout	30	Hollow Square*
2:00 p.m. - 4:30p.m.	Breakout	30	Hollow Square*
3:00 pm. – 5:00 p.m.	Refreshments	150	
5:00 p.m. – 7:00 p.m.	Reception	150	Cocktail Rounds

\* The start and end times for each session and refreshment breaks will be scheduled when the tentative program is given to the hotel 30 days out.

\*\*This room requires a head table for 6 on a riser.

## TENTATIVE SCHEDULE OF EVENTS (continued)

Day 2 (Wednesday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
7:30a.m.-9:30a.m.	Light Breakfast	150	
8:00 a.m. – Noon	Registration	Flow 50	1 Skirted Tables
8:30 a.m. – Noon	Breakout	30	Hollow Square*
8:30 a.m. – Noon	Breakout	30	Hollow Square*
8:30 a.m. – Noon	Breakout	30	Hollow Sqaure*
8:30 a.m. – Noon	Breakout	30	Hollow Sqaure*
8:30 a.m. - Noon	Breakout	30	Hollow Square*
8:30 a.m. - Noon	Breakout	30	Hollow Square*
1:30p.m. - 5:00pm.	Meeting	150	Large Conference/** Classroom Style
3:00p.m. - 5:00pm.	Refreshments	150	
Day 3 (Thursday)	Function *	Estimated Maximum # of Attendees	Tentative Setup
7:30a.m. - 9:30a.m.	Light Breakfast	150	
8:00 a.m. – Noon	Meeting	150	Large Conference/** Classroom Style
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
1:30 p.m – 4:00pm.	Breakout	30	Hollow Square*
3:00p.m. - 5:00pm.	Refreshments	150	

\* The start and end times for each session and refreshment breaks will be scheduled when the tentative program is given to the hotel 30 days out.

\*\*This room requires a head table for 6 on a riser.

- 5.1 Conference Meeting Room Block and Rates:** The hotel shall provide meeting rooms and function space rental based on the conference schedule. Meeting rooms and function space rental shall be provided based upon the hotel's offer, e.g., sliding scale, flat fee or complimentary. Additionally, if the hotel provides discounts for meeting rooms and function space rentals, the hotel shall provide the discounts as part of their response for quotes.
- 5.2 Confirmation of Program:** Tentative program given to the hotel 30 days out; and Confirmed program provided 15 days out.

The COTR/Designee will provide the hotel with a tentative program within 30 days in advance of the conference. The COTR/Designee will confirm the program to the hotel within 15 days prior to the start of the conference.

**5.3 Confirmation of Assigned Rooms:** Based on the attendance figures and room setup style provided by the COTR/Designee, the hotel shall confirm the meeting room assignments within fifteen (15) calendar days of receipt of the confirmed program (see 5.2 above).

**5.4 Reassignment of Rooms:** The hotel may reassign room(s) if EPA's requirements change; or the number of attendees fluctuates by more than 20%; and the COTR/Designee approves the reassigned room(s).

**5.5 24-Hour Room Hold:** The hotel shall hold the rooms specified in the schedule on a 24-hour basis (12 midnight to 12 midnight) unless the COTR/Designee releases the space hold back to the hotel.

**5.6 Change in Function Times:** The COTR/Designee may, with the hotel's approval, adjust a function's start and end time (For example: A meeting originally scheduled from 9:00am to 10:30am may be changed to start at 10:00am and end at 11:30am).

**5.7 EPA Signage:** The EPA may display signs and hang banners in and around the meeting space blocked for EPA's use.

## **6.0 AUDIOVISUAL EQUIPMENT and BUSINESS CENTER SERVICES**

The following terms apply:

**6.1** Audiovisual Equipment/Labor and Business Center Services shall be provided at the quoted prices specified in Part III – Preparation and Submission of Quotes.

**6.2** The COTR/Designee will provide the audiovisual requirements within 7 days in advance of the official start date of the Conference.

**6.3** The COTR/Designee has the right to order audiovisual equipment and business center services any time during the Performance Period of the Contract. The hotel shall provide the equipment and services, if available.

## **7.0 PARKING**

**7.1** Parking shall be provided at the prices specified in the quotation.

**7.2** The hotel shall provide the EPA with ten (10) parking permits for the conference in July 2004.

- 7.3** The hotel shall provide all parking (including fee-based) to conferees on an unlimited in/out basis. As used herein “unlimited in/out basis” means that the user may drive the car out and back into the parking lot as often as necessary without additional charge on any given day.

## **8.0 REPORTS**

- 8.1** The hotel shall provide written confirmation of meeting rooms and services that are ordered by the COTR/Designee. The written confirmations shall be in the format agreed upon by the hotel and the COTR/Designee.

- 8.2** The hotel shall provide the COTR/Designee with a final guest room pickup report with the final invoice. This report shall contain the following information:

- o Alphabetical listing of individuals, by last name, in the EPA block of rooms;
- o Arrival and departure date of each reservation;
- o Total number of room nights of each reservation;
- o Total number of room nights actually picked up in the EPA block of rooms;
- o Number of complimentary room nights, based on the number of paid room nights actually picked up.

- 8.3** The hotel shall provide the COTR/Designee with a final revenue report with the final invoice. This report shall contain the following information:

- o The total food and beverage revenue.
- o The meeting room revenue.
- o The audiovisual equipment revenue.
- o The business services revenue.

## **9.0 CONTRACT ADMINISTRATOR**

- 9.1** The hotel shall provide a contract administrator to serve as a single point of contact for the coordination of all contract activities. The hotel shall also designate an alternate contract administrator in the event the contract administrator is absent.

- 9.2** The hotel shall notify the COTR/Designee in writing of any intended replacement for the contract administrator or alternate contract administrator.

## **10.0 AUTHORIZED SIGNER OF HOTEL AGREEMENT**

- 10.1 The Hotel Agreement shall be signed by an authorized representative of the hotel (e.g. hotel's director of sales, sales manager). The Hotel Agreement is between the EPA and the hotel, all business will be conducted directly with the hotel, and all payments will be made to the hotel's designated banking institution Part III, section 5.0 (CLIN).**